

Instructions for getting your Domestic LLC/Corporation reinstated.

Step #1

Please obtain a Title 15 Tax Certificate from the Montana Department of Revenue stating all taxes imposed pursuant to Title 15 have been paid. You can apply on their website or call them for a paper application form. **NOTE:** If you are a sole member LLC and have elected not to be taxed as a corporation, you do not need a Title 15 Certificate for your reinstatement.

You can apply for the certificates at mtrevenue.gov – look for the TransAction Portal icon. Select it, then choose “Apply for a Tax Certificate” from under the “Businesses” heading (to the right of the sign in area.) You’ll have to select Title 15 and the reinstatement certificate options. Please do **not** submit the Dept. of Revenue application to us at the Secretary of State’s Office. It needs to be sent to the Montana Department of Revenue. Their address is listed on the bottom of **their** application.

For questions, please call the Dept. of Revenue at (406) 444-6900.

***You will need to wait to file your Secretary of State reinstatement documents until you have received the signed tax certificate from the Montana Department of Revenue.

Step #2

To file your Reinstatement documents, you will need to log in to your epass account via the Montana Secretary of State website – sosmt.gov. (Epass Sign In area is in the upper right corner of the screen.)

If you don’t have an ePass account, you will need to create one. Once created, you must request authority over your business. (Instructions attached.)

Step #3

Once you have been granted authority and are logged into epass, you will come to Your Dashboard, where you should see your business name listed in the My Businesses section. If you don’t see your business here, you will need to request authority (see Step #2 and additional instructions.)

- Click on your business name to open its record.
- On the “View Business Details” screen, click on the “Maintain” tab
- Choose “Reinstatement”
- Enter the info, and upload the **signed** copy of the Title 15 Certificate you got in the mail from MT Dept. of Revenue (if required)
- Electronically sign the document by checking the affirmation statements and listing your name and position.
- Click the Submit button at bottom of the review page.
- Enter your credit card info.

This information will be submitted to our office for review. Once you get the reinstatement approval email back from us, you have only **1 business day to file all the missing annual reports.**

To file these, you will:

- Log back in to your ePass Account.
- Click on the Business Name
- Click on the blue button - "File my Annual Report"
- Review, making changes as needed, then Submit
- Enter Payment info.
- Repeat this process to file any subsequent annual report and pay for each one separately.

IF YOU HAD ASSUMED BUSINESS NAME(S) LINKED TO YOUR LLC/CORP:

Once your LLC/Corporation is back to the status of Active & Good Standing, you may go back to your ePass Dashboard and Register Assumed Business Name(s) that were in existence before the LLC/Corporation was placed Involuntarily Dissolved. You re-establish the link to your LLC (parent company) by listing the LLC/Corporation as the applicant. If you didn't have any Assumed Business Names before, then ignore this paragraph.

Feel free to call our help line if you need us. 406-444-3665